

## **AGENCY OVERVIEW**

The **Department of Public Safety and Corrections** is comprised of three major areas: Public Safety Services, Youth Services and Corrections Services. The Secretary, who is appointed by the Governor, serves as the Department's chief executive officer. The Corrections Services Deputy Secretary, Undersecretary, and Assistant Secretary for the Office of Adult Services report directly to the Secretary.

Headquarters Administration is comprised of centralized Divisions that support the management and operations of the adult institutions, probation and parole district offices, and all other services provided by the Department.

### **Office of the Secretary**

The **Secretary** is responsible for the functioning and control of all programs within the Department. He formulates rules and regulations and determines policy regarding management, personnel, and total operations. He leads and supports staff, who are charged with carrying out the work of the agency.

As part of the Secretary's Office, the **Deputy Secretary** is responsible for special duties and functions as assigned by the Secretary. Primary among them are oversight of the Children's Initiative, coordination and management of the Department's Critical Incident Stress Management response, and support and facilitation of the Risk Review Panel process.

Other executive staff carry out long and short-term projects. The Legal Services Division represents and defends the Department in litigation, including Civil Service matters. The Crime Victims Services Bureau coordinates the Department's response to crime victims, including the process of registration and notification and support of a Restorative Justice initiative.

### **Office of Management and Finance**

Under the authority of the **Undersecretary**, the **Office of Management and Finance** provides management support to all units in activities involving fiscal matters and grant management, information services, food services, maintenance and construction, performance audit, training, procurement and contractual review, human resources, and the Division of Prison Enterprises. The Undersecretary serves as Chief of Staff for Headquarters operations.

## Office of Adult Services

Under the direction of a **Assistant Secretary**, the **Office of Adult Services** (OAS) provides administrative oversight of and support for the operational programs of the adult institutions and provides technical assistance to local jail facilities. The Assistant Secretary leads and directs the Department's operational audit teams, which conduct audits of all adult institutions, non-secure contract facilities, and community work release centers and provides assistance to all units with matters relative to the maintenance of American Correctional Association (ACA) accreditation. OAS staff support the Administrative Remedy Procedure and disciplinary appeal processes, screen and recommend inmates for participation in work release, and maintain central office ACA accreditation. There are eleven adult institutions under the broad authority of the Assistant Secretary, including two operated under contractual agreements with private management corporations.

<u>CLASS</u>	<u>ADULT INSTITUTIONS</u>	OPERATIONAL <u>CAPACITY</u>	<u>LOCATION</u>
1A	Louisiana State Penitentiary	5108	Angola
1B	Louisiana Correctional Institute for Women	900	St. Gabriel
1C	Elayn Hunt Correctional Center	2145	St. Gabriel
1C	David Wade Correctional Center	1740	Homer
2A	Dixon Correctional Institute	1410	Jackson
2B	Avoyelles Correctional Center	1538	Cottonport
2B	Allen Correctional Center*	1538	Kinder
2B	Winn Correctional Center*	1538	Winnfield
2B	Washington Correctional Institute	1132	Angie
3A	C. Paul Phelps Correctional Center	860	DeQuincy
4A	Levy Dabadie Correctional Center	500	Pineville

\*Privately operated facility

## Division of Probation and Parole

The Division of Probation and Parole, comprised of twenty-one district offices throughout the state and a Headquarters Office in Baton Rouge, functions as a community services division. Officers of the division supervise adult offenders who are released to the community on probation, parole, diminution of sentence, or medical furlough. They supervise inmates in ten community rehabilitation centers and the intensive parole cases from institutional IMPACT (Intensive Motivational Program of Alternative Correctional Treatment). Officers in the division provide investigative services to decision-makers in the criminal justice system, including judges, the Parole and Pardon Boards, and the Governor's Office. They oversee collection of various criminal justice fees, supervision fees, and victim restitution.

District offices are located in Alexandria, Amite, Baton Rouge, Chalmette, Clinton, Covington, Harvey, Lafayette, Lake Charles, Leesville, Minden, Monroe, Natchitoches, New Iberia, New Orleans-West, New Orleans-East, Port Allen, Shreveport, Tallulah, Thibodaux, and Ville Platte. During FY 2002-03, officers supervised collection of more than \$20,752,527. As of March 31, 2004, officers of the division were supervising 60,692 offenders.

### **Division of Prison Enterprises**

The Division of Prison Enterprises (PE) helps to reduce the overall cost of prison operations and the operating costs of other state agencies, local government entities, and other tax-supported institutions—primarily by operating self-supported industrial and agricultural businesses that employ inmates in meaningful jobs, teach them marketable skills and good work habits, and provide quality, cost-effective products and services. PE pays incentive wages for all inmates who are eligible.

Farming operations include row crops and garden vegetables, range herds, a swinery, food processing, a feed mill, land leveling, hay production, and forestry.

Industrial operations include the manufacture of license plates, mattresses, mops, brooms, chemicals, garments, and office chairs; a print shop; silkscreen operations; a plastic sign shop; metal fabrication; embroidery and furniture refurbishing; and janitorial services for other agencies.

### **Board of Pardons**

The five members of the **Board of Pardons** are appointed by the Governor. The board meets on regularly scheduled, publicly announced dates to consider applications for pardon, sentence commutation, and restoration of rights and privileges of citizenship. All of the board's recommendations for clemency are forwarded to the Governor for final action.

### **Board of Parole**

The seven members of the **Board of Parole** are appointed by the Governor. Board members function in three-person panels to grant or deny parole to inmates who are eligible for parole, set behavioral conditions for inmates released to parole by action of the board or by diminution of sentence, and hold hearings for inmates facing revocation for violating conditions of their release from incarceration.

